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# Spring 2009 ISTEP+ Pretest Workshop

February 2009

# Agenda

- Operational ISTEP+
  - Grades 3, 4, 5, 6, 7, 8 – CTB
  - GQE Retest – Questar
- Security
- STN STN STN
- Pilot Testing/Calibration
- Materials Return and Controls
- Return of Results
  - Online Reporting
  - Parent Network
- Cut Score Setting
- ISTAR
- LEP
- Spring Part II April 27-May 6
- Questions & Answers



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# What's New/Different/Unique?

- Two windows for Gr. 3-8 ISTEP+ test
  - Place the second set of barcode labels in a safe place for April/May to avoid reprinting charges
  - Keep May (Multiple Choice) return materials in a safe place
  - Keep TCM in a safe place, too!
- Examiner's Manuals - also must be kept
  - May be printed from the web (but this is very risky!)
- Practice tests
- Social Studies



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# Test Windows

- March 2 – 11
  - ISTEP+ Applied Skills (3 – 8)
- March 10 – 12
  - GQE Retest
- April 27 – May 6
  - ISTEP+ Multiple Choice (3 – 8)

**CRITICAL: Barcode label or bubble STN...no match March / May = “no score” on initial reports (AYP not participating?)**



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# Enquiring Minds Want to Know

- Where are your Test Coordinator's Manuals (TCM)?
  - (Both of them!)
    - Have you read “Important Information”? (CTB p.8 / Questar p. 7)
- Where are your pre-printed Group Information Sheets (GIS) and School/Group Lists (SGL)?
  - CTB & Questar
- Where are your pre-printed return labels?
  - CTB & Questar
- Where will your materials be stored between March and April?
  - Do you have a plan?
- ISTEP+ Office – 888-544-7837 or 317-232-9050
- CTB-ISTEP Helpdesk – 800-282-1132
- Questar GQE Helpdesk – 866-690-4733



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# Spring ISTEP+ Calendar (3 – 8)

- **CTB 3-8 Applied Skills**

- Feb. 2 – 6 Test Coordinator Kits
- Feb. 4 – 13 Test Materials Delivery
- Jan. 5 – 20 Barcode file due (via STN) – Feb. 13 – Labels delivered
- Jan. 26 – Feb. 11 Barcode file due (via STN) – Feb. 27 – Labels delivered
- Feb. 25 – Last day to report shortages
  - <http://www.ctb.com/>
- March 12 – Mandatory pickup date for ALL calibration schools
- March 12 – 19 – Scheduled pickups for corporations and nonpublic schools

- **CTB 3-8 Multiple Choice**

- Feb. 2 – 6 Test Coordinator Kits
- April 2 – 13 Test Materials Delivery
- March 12 – 30 Barcode file due (via STN) for new students ONLY!
- April 13 – Labels delivered
- April 22 – Last day to report shortages
  - <https://www.ctb.com/>
- May 7 – Mandatory pickup date for ALL calibration schools
- May 7 – 14 – Scheduled pickups for corporations and nonpublic schools



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# Operational ISTEP+ (3 – 8)

- CTB 3-8 Applied Skills
  - 3-8 one single student test booklet
  - Students **MUST** use the same book for **ALL** sessions
    - What if two books are used (TCM p. 10)
  - Grade 3 not “scripted”
- CTB 3-8 Multiple- Choice
  - Gr. 3 one single test booklet
  - Gr. 4-8 two booklets
    - Test booklet
    - Answer booklet
  - Students **MUST** use the same answer book for **ALL** sessions
  - Gridded Responses begin in Grade 6





# Grade Levels (3 – 8)

- All students Grades 3 – 8
  - Same rules apply
    - Who participates, accommodations, security
  - Results WILL have consequences for students, schools, and corporations
    - Remediation, AYP, PL 221
  - Science and Social Studies are required
  - Applied Skills images and Applied Skills items will be released via the web



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# On-line Assessment (3 – 8)

- Multiple Choice only (April 27 – May 6)
- Communication in the next few weeks, both email and by phone
- Training will be by role
  - Test Coordinator
  - Tech Coordinator
  - Test Administrator



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# Spring GQE Retest Calendar

- Feb. 6 – Test Coordinator Kits
- Feb. 20 – Test Materials Delivery
- Jan. 26 – Feb. 13 – Barcode file due (via STN)
  - Feb. 25 – Labels delivered
- March 2 – Last day to report shortages
  - <https://in-servicepoint.questarai.com/Login.aspx>
- March 16 – Mandatory pickup date for State Test Sites
- March 19 – 23 – Scheduled pickups for corporations and nonpublic schools



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# Operational GQE Retest

- Questar - GQE Retest
  - GQE Retest still 4 documents
    - Basic Skills – Tues., March 10
    - Answer Booklet – Tues., March 10
    - E/LA Applied Skills – Wed., March 11
    - Math Applied Skills – Thurs., March 12
    - **Give correct tests on correct days – (invalid)**
      - Dates appear on the covers



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# GQE Retest Spring 2009

## (Questar)

- Retest students (Any student who still needs to pass the GQE)
  - Will take GQE for Graduation as a “Retester”
  - This includes any “move-in” students that entered HS (grade 10) after the Fall 08 GQE
  - Except for “Ike” students, reported to DOE no grade 10 students are permitted to retest – we may bill you



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# Operational Tests

## Both 3 – 8 and GQE Retest

- Large Print & Braille shipped directly to TC
  - Know how they are to be processed
    - See Appendices in TCM
  - Non-Standard Responses (NSR) use pastel paper (“computer generated”)



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# Operational Tests

Both 3 – 8 and GQE Retest

- Student Information Questionnaire (SIQ)
  - #3 Is this student approved for F/R meals
  - #4 (IEP) and #5 (exceptionality) are linked
  - #6 Is this student served by a 504 plan
  - #7 Is this student identified as LEP
  - #8 Accommodations
    - Bubble Social Studies, if applicable



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# Security - Top Ten List

- Communicate
  - Security, ethical practices, consequences
- Deliver tests to schools appropriately
  - Examiner's Manuals are in Box 1 (2, 3)
- Schedule tests to avoid exposure of items (same time w/in school)
- Access to tests
  - Examiner's manuals early – NOT tests, set a date when boxes can be opened
  - Unannounced security audits last year – will continue





# Security - Top Ten List - continued

- Secure documents during the test
  - Where will tests be stored
- Cell phones 
- Review and approve materials used to prepare students for ISTEP+
- Provide a way to report concerns
- Establish process to investigate
  - Irregularity/concern/complaint
- Insure the rights of those involved



# What if...

- If in doubt call the ISTEP+ office! (317-232-9050)
  - There are a number of events that can occur, and time is always of the essence!
    - Test Material Issues
    - Test Irregularities
    - Student Cheating
    - Student Illness
    - Interruption to Testing
    - Exposure of Items
    - Acts of Nature
    - Inappropriate Testing Practices (Cheating)



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# Student Test Number (STN)

- Every test **MUST** have an STN
  - If you do not have a barcode label, **bubble!**
    - One STN per student (stays with student)
      - You will be required to supply missing STNs
  - Critical for matching documents and getting results!!
  - Used to calculate participation rate
- Schools must account for every student not tested – keep records now!



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# Barcode Labels

- Gr. 3-8 Files were due Jan 20 (via STN site)
  - Delivery Feb 13
  - Second window to submit 1/26 to 2/11 – new students ONLY
    - Delivery Feb 27
  - Third window to submit March 12 – 30 – new students ONLY
    - Delivery April 13
- GQE Retest files are due Feb 13
  - Delivery Feb 25
- Students' names **MUST** also be on the tests
- Review the “Rules” TCM p 29-30
- Must bubble for “new” students



# Barcode Labels

- Not all data is on label, see the roster
- Use **ONLY** labels for this administration  
(ISTEP+ Spring 2009)
  - Do not destroy unused labels after the Applied Skills test!
    - Place them in a safe place for use in April/May to avoid reprinting charges
  - Destroy unused labels after the Multiple-Choice test (May)



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# Pilot 3-8

- Embedded items (no “Book II”) this spring
  - All grades content areas and March & May
  - All students participate
  - Pilot items result in a longer test for Spring 2009 than in future years
  - E/la Forms: 1, 2, 3, 4
    - Forms 1, 2: 60 minutes
    - Forms 3, 4: 72 minutes
    - Test Coordinator’s Corner



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# Calibration Schools

3 – 8 Only

- Critical to the Equating Process
  - Many fewer schools
  - Required participation
  - Early pickup
    - CTB (3-8) March 12



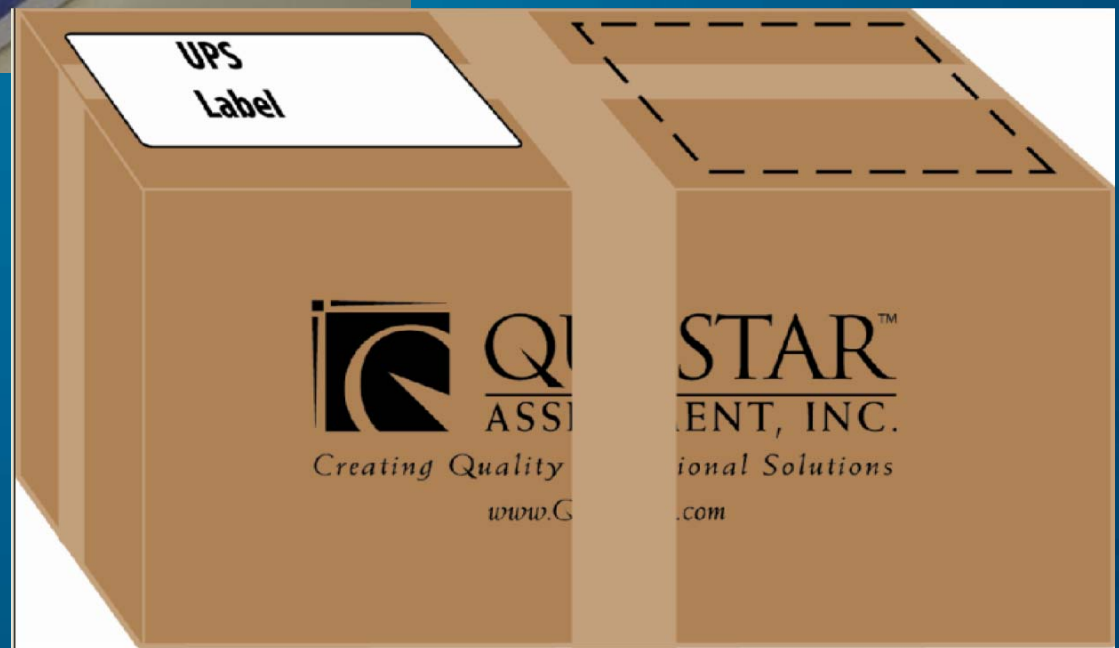
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# Materials Return and Controls

- It is much more than just getting it into boxes
- **SAVE YOUR BOXES!!** (Both CTB and Questar)
- Return in same vendor's boxes - do not mix
- Read directions!
- Top Ten List – p.55 (CTB) or p.43 (Q) of TCM
- How will you account for every test document?
  - All student test documents must be returned
- Teacher names must match on GIS & SGL
- Counts must match
- Unique Barcode Shipping Labels (yours alone)





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# Packing & Shipping

- Use “Stack Cover Cards” and bands
  - Please read directions, TCM
- GQE-Retest Answer Booklets still use manila envelopes
- **Use the correct labels for each vendor!!**



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# Online Reports

- All Reports Online – Available 24/7
  - GQE - May 8
  - 3-8 ISTEP+ TBD
- Corporation and School Levels
- 1 copy of student Reports and Labels still paper
- Secure sites with separate passwords
  - CTB for 3-8 and Questar for GQE
- FERPA data! (Family Educational Rights and Privacy Act)
  - Corporation control
- Training and practice
  - CTB & Questar sites are available now
- Teacher Access
  - Determined by GIS



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**ISTEP+**[home](#) | [manage users](#) | [user settings](#)**Reports**

- Acad. Standards Freq. Dist.
- Acad. Standards Summary
- Group Acad. Stnds. Summ.
- Applied Skills Freq. Dist.
- Disaggregation Summary
- Prof. Performance Summ.
- Proficiency Roster
- Rescore Request Form
- Class Proficiency Grouping
- Class Academic Standards
- Undetermined Status Roster

**Downloads**

- PDF Reports
- GRT Download

**Tools**

- INORS Quick Start
- INORS User Guide
- Guide to Test Interpretation

**PDF Reports****Test/Report Information**

Test Administration

Test Program

Today's Date **2-2-2009**

**Report Filters**

Corp/Diocese

School




Grade

Class **All Classes**

Students **All Students**

If Image Print is not available for a student please contact your school or corporation test coordinator.

**View/Download**

-  [Academic Standards Frequency Distribution](#)
-  [Applied Skills Frequency Distribution](#)
-  [Disaggregation Summary](#)
-  [Group Academic Standards Summary](#)
-  [Proficiency Performance Summary](#)

\*Backer text includes a message from the State Superintendent and summary score descriptions.

For more information on interpreting reports please refer to the Interpretive Guide.



English/language arts Students	Total Number of Students	Pass +		Pass		Total Passing		Did Not Pass		Undetermined		Mean/Median Scale Score	Standard Deviation
		N	%	N	%	N	%	N	%	N	%		
<b>All Students</b>	<b>79223</b>	<b>8747</b>	<b>11</b>	<b>50261</b>	<b>63</b>	<b>59008</b>	<b>74</b>	<b>19741</b>	<b>25</b>	<b>474</b>	<b>1</b>	440.1/439.4	63.1
General Education													
TOTAL General Education	66718	8153	12	44745	67	52898	79	13489	20	331	0	447.6/444.5	58.9
Special Education													
With Accommodations	6180	67	1	1668	27	1735	28	4332	70	113	2	368.1/368.4	63.0
Without Accommodations	6325	527	8	3848	61	4375	69	1920	30	30	0	430.2/430.2	61.7
TOTAL Special Education	12505	594	5	5516	44	6110	49	6252	50	143	1	399.7/402.6	69.6
Limited English Proficiency													
With Accommodations	2798	23	1	1030	37	1053	38	1672	60	73	3	387.2/392.0	52.5
Without Accommodations	1716	76	4	991	58	1067	62	580	34	69	4	420.6/419.4	52.1
TOTAL Limited English Proficiency	4514	99	2	2021	45	2120	47	2252	50	142	3	399.8/401.7	54.8
Non-Limited English Proficiency													
With Accommodations	6094	74	1	1757	29	1831	30	4148	68	115	2	370.9/371.6	63.7
Without Accommodations	68615	8574	12	46483	68	55057	80	13341	19	217	0	448.7/445.7	58.7
TOTAL Non-Limited English Proficiency	74709	8648	12	48240	65	56888	76	17489	23	332	0	442.5/441.6	62.8
Gender													
Male	40518	3514	9	25301	62	28815	71	11368	28	335	1	432.9/434.9	62.2
Female	38613	5228	14	24913	65	30141	78	8339	22	133	0	447.7/444.5	63.2
No valid information	92	5	5	47	51	52	57	34	37	6	7	409.3/414.0	58.8
SES													
Paid Lunch	43072	6885	16	29170	68	36055	84	6848	16	169	0	457.2/454.4	61.6
Free or Reduced Lunch	35909	1851	5	20972	58	22823	64	12787	36	299	1	419.8/421.7	58.7
No valid information	242	11	5	119	49	130	54	106	44	6	2	404.8/409.3	66.9
Ethnicity													
American Indian or Alaskan Native	208	14	7	127	61	141	68	64	31	3	1	431.0/432.3	61.7
Black (Not of Hispanic Origin)	9724	334	3	5206	54	5540	57	4120	42	64	1	410.4/411.4	55.0
Asian or Pacific Islander	1263	211	17	770	61	981	78	215	17	67	5	457.3/454.8	67.8
Hispanic	5813	209	4	3061	53	3270	56	2476	43	67	1	410.9/411.2	56.1
White (Not of Hispanic Origin)	58046	7622	13	38524	66	46146	79	11655	20	245	0	448.3/447.3	62.7
Multiracial	3950	346	9	2463	62	2809	71	1119	28	22	1	432.3/432.4	59.5
No valid information	219	11	5	110	50	121	55	92	42	6	3	408.8/409.5	59.8
Migrant	3	***	***	***	***	***	***	***	***	***	***	***/***	***

The cut score of Pass is 404. The cut score of Pass+ is 510. Lowest/Highest Scale Score for English/language arts is 100-690.

Subtotal numbers are rounded within each category. Adding subtotals may not result in exactly 100%.

\*\*\*Value not computed for fewer than 10 students.





#### Go to

- [Program Home](#)
- [ISTEP+ Spring 2009 Administration](#)

#### You Might Need...



Download the free  
[Adobe Reader](#)  
(opens new browser window)

## Indiana Statewide Testing for Educational Progress (ISTEP+)

Customer Service Tel: 800.282.1132 | Fax: 800.282.0266 | Email: [CTB\\_ISTEP\\_Helpdesk@ctb.com](mailto:CTB_ISTEP_Helpdesk@ctb.com)

### ISTEP+ Spring 2009 Administration

#### Large Print, Braille and IEP Memos

- [VI Site Enrollment Memo S09](#) (41KB | PDF)
- [Charter / Non Public Enrollment Memo S09](#) (42KB | PDF)
- [Corporation Enrollment Memo S09](#) (35KB | PDF)

Go to: [CTB home](#) | E-mail: [webmaster@ctb.com](mailto:webmaster@ctb.com)

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# Questar

## SERVICEPOINT

Indiana

Address | Material | Final  
Book | Distribution | Reports

Test Admin

Fall 2008 GQE ▾

### Reports/Data Files

State Reports

Corporation Reports

School Reports

### Interactive Reports

Acad. Standards  
Freq. Dist.

Applied Skills Freq.  
Dist.

Proficiency Roster

### User Guide

Tech Support

Change Password

Change My Profile

Log Out

## State Final Reports

Title	
<a href="#">Academic Standards Frequency Distribution Non Public</a>	
<a href="#">Academic Standards Frequency Distribution Test Sites</a>	
<a href="#">Academic Standards Frequency Distribution</a>	
<a href="#">Academic Standards Summary Non Public</a>	
<a href="#">Academic Standards Summary</a>	
<a href="#">Applied Skills Frequency Non Public</a>	
<a href="#">Applied Skills Frequency</a>	
<a href="#">Disaggregation Summary</a>	
<a href="#">Group Academic Standards Summary Non Public</a>	
<a href="#">Group Academic Standards Summary</a>	
<a href="#">Proficiency Performance Summary Non Public</a>	
<a href="#">Proficiency Performance Summary</a>	

# Parent Network

- Online Parent Access 3 - 8
- Statewide release
- Invitation codes sent to the May “testing schools” for distribution
- Unsure of the exact timing
- Applied Skills Images will be linked
- Parents will be able to see tests “over time”



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## ISTEP + Parent Network

### Welcome to Parent Network!

The Indiana Department of Education is committed to supporting the academic success and promoting the growth of all students. You can help by playing an active role in your child's education. Create an account on this site to access personalized resources, activities, and information to help support your child's education throughout the year.

This site provides your child's assessment results to help you understand strengths and learning needs. You will be able to see the results as soon as they are available. Also, you can review your child's progress year after year.

#### Results

What results are available?

The Fall 2008 ISTEP+ results for grades 3 - 8 are available on ISTEP+ Parent Network.

### Secure Login

Username ([Forgot?](#))

Password ([Forgot?](#))

**Submit**

### New User?

[Click here to enter your Invitation Code and create a new account!](#)

For questions about the ISTEP+ Parent Network, please email [support@grow.net](mailto:support@grow.net) or call **1-800-481-4769**.

# ISTAR – Students with Disabilities

- Approved Alternate Assessment
- ISTEP+ or ISTAR
  - All students must participate in assessment - IEP Decision to use ISTAR
    - Referenced to Indiana Standards
    - Requires use of STN
    - Not an event – continuous Mar 1 – April 30
    - Web-based – Teacher ratings
    - Will NOT lead to a diploma
    - Has cut scores
  - Federal Regulation
    - Sets a 1% limit for corporations & state on students who can be “proficient on Alternate Standards”
    - 2% assessment pilot Fall 09 - Operational 2009-10



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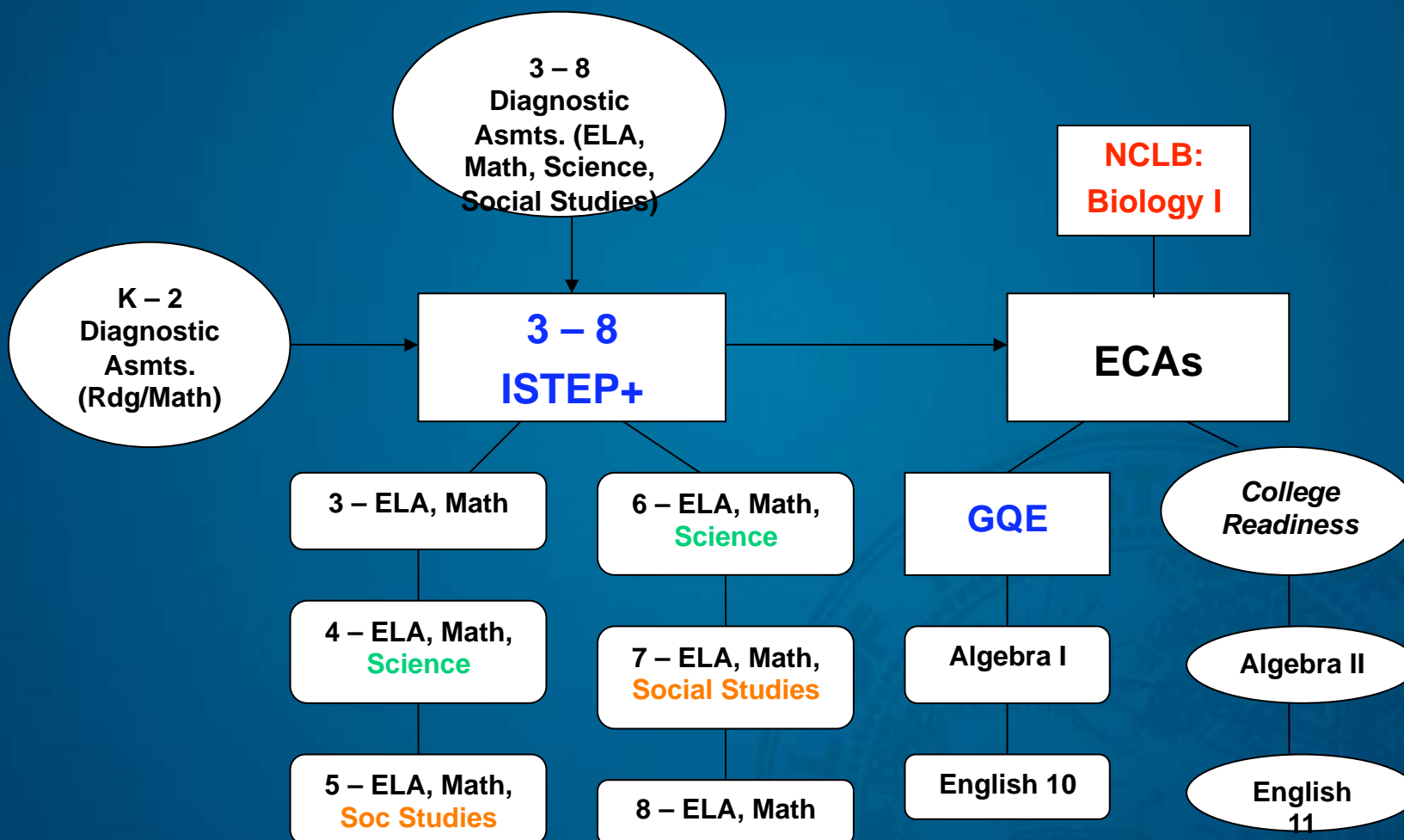
# LEP Students

- All LEP students **MUST** Take ISTEP+
  - Except those enrolled in US schools < 1 year
    - MAY substitute LAS-Links for ISTEP+ E/LA
      - Corporation decision!
      - <1 year will not count toward AYP
    - Enrolled after **March 1, 2008** to be <1
    - Must take Math, Science (4 & 6), and Social Studies (5 & 7)
  - Additional accommodations offered
  - All other LEP students count in AYP
    - And count for 2 years after exiting (FEP)



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# New Assessment System



# Accountability, Grades 3-8

- Key points regarding the spring ISTEP+ test
  - Grade 3 not “scripted”
  - Gridded Responses begin in Grade 6
  - STNs are CRITICAL
  - Check the web for important information
    - Content emphasis in March and April/May
    - New, updated rubrics and reference sheets
    - Calculator policy
    - Sample items
    - Future test dates

<http://www.doe.in.gov/istep/> “Educator Resources”



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# Accountability, GQE

- Replaced with End-of-Course Assessments (ECAs)
  - Algebra I
  - English 10
- To begin with class of 2012
- Remediation
- Retest
- Waiver



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# Algebra I

- Replaces current math portion of GQE
- Review test blueprint (test has a new role)
- Operational 2009-10 school year
- Standard Setting
  - Revisit and review cut scores
  - Summer 2010
- Transition (policy/law) needed for students (2012+) taking current test
  - Refer to guidance document on web  
[http://www.doe.in.gov/core40eca/docs/GQE\\_guidance\\_2012.pdf](http://www.doe.in.gov/core40eca/docs/GQE_guidance_2012.pdf)



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# English 10

- Replaces current ELA portion of the GQE
- Develop and pilot English 10 test during 2008-09 school year (A3 pilot)
  - To indicate an interest in participating
    - Call 877-424-0311 or email [ECASupport@questarai.com](mailto:ECASupport@questarai.com)
    - Deadline February 13
- Operational 2009-10 school year
- Standard Setting (cut scores)
  - Summer 2010



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# Accountability, Biology I

- ***Participation*** in Biology I ECA
  - Required of all students enrolled in the course
  - Not part of the GQE requirement
    - Participation Required by NCLB (Not a part of AYP calculations)



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# New GQE (ECAs)

- Testing Windows
  - Yet to be established
  - Possibly five windows – survey coming
    - End of first trimester
    - End of fall semester
    - End of second trimester
    - End of third trimester; end of spring semester
    - Summer school



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# Questions?

!! - Please complete & leave  
your evaluation - !!



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# Contact Information

- ISTEP+ Office – 317-232-9050
  - Toll Free – 888-544-7837 x2
  - Fax – 317-233-2196
  - Web site - [www.doe.state.in.us/istep](http://www.doe.state.in.us/istep)
  - Email - [mwalker@doe.in.gov](mailto:mwalker@doe.in.gov)
- CTB / ISTEP+ Help Desk 800-282-1132
  - Fax 800-428-2329
  - Email – [ctb\\_istep\\_helpdesk@ctb.com](mailto:ctb_istep_helpdesk@ctb.com)
- Questar GQE Help Desk 866-690-4733
  - Fax 866-688-0419
  - Email – [GQE\\_Helpdesk@QuestarAI.com](mailto:GQE_Helpdesk@QuestarAI.com)
- ISTAR - Exceptional Learners 317-232-0570
- LEP - Language Minority 317-232-0555



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